

ADMINISTRATIVE INTERNAL USE ONLY

D/Pers
82-423

26 February 1982

MEMORANDUM FOR : [REDACTED]
Deputy Director of Personnel

FROM : [REDACTED]
Chief, Policy and Programs Staff/OP

SUBJECT : Revision of [REDACTED] Regulations to Include
Shortage Category Travel Provision

1. In accordance with your conversation with DD/PAGE, I have reviewed the [REDACTED] series (Personnel) regulations to determine the appropriate place to include the authority for designation of shortage category positions and for subsequent approval of travel at Government expense for appointees to such positions. The only two likely places I found were [REDACTED] Special Considerations in Hiring or Using the Services of Certain Individuals and [REDACTED] Recruitment and Appointment. I discarded [REDACTED] because it is specifically related to unique situations (rehired annuitants and ACTION). Attached is a copy of [REDACTED] Attachment A) with a proposed insertion of a new subparagraph with a cross-reference to the Travel Regulations [REDACTED]

2. In looking at this revision, the thought came to mind that it might also be a good idea to get the authority also listed in the Organization series, [REDACTED] Office of Personnel, and suggest the subparagraph shown on the copy of the HR in Attachment B. Note that I have said "determine ... to be designated...." and not "designate." My thinking is--maybe erroneously--that if somewhere along the line it is decided that the Executive Director or DDCI should actually designate, we are covered; and conversely, if it is decided that the Executive Director or DDCI should designate but will delegate the authority to D/OP, who has appointment and EOD travel authority already, we are still covered. The same reasoning applies to the proposed new subparagraph (3) in [REDACTED]

3. In view of the insertion of the authority into the [REDACTED] Pete suggested that the [REDACTED] paragraph (Attachment C) need not be revised to the extent we had decided on but only needs a change from "Deputy Director for Administration," as shown in the current regulations, to "Director of Personnel," with a stylistic change to separate the categories rather than running them together in one paragraph. I agree with Pete and have shown a suggested version in Attachment C. I must point out two things: (a) I have

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also included SIS travel in [] and (b) I have reviewed [] which lists the authorities and responsibilities for travel (Attachment D) and believe that subparagraph (6) is sufficiently broad (vague?) with use of "entrants on duty" to cover the point without further amplification.

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4. I believe our best course of action is to have all the regulatory revisions on the subject (including the [] handled as one package with Congress. If we all agree on the changes, I will discuss the next steps with [] OGC.

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Attachments

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- (1) For appointees (a) from place of residence abroad at time of appointment to place of employment, provided the employee signs the appropriate service agreement, or (b) from place of residence in CONUS to place of employment abroad, provided the employee signs a Service Abroad Agreement [redacted] or (c) from place of residence to first duty post in CONUS if appointed to a position for which increased hiring rates have been authorized or which meets substantially the same standards as to scarcity of qualified candidates as determined by the Deputy Director for Administration (see attachment 3).

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(1) For appointees:

DRAFT A REVISION OF [redacted]

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- (a) from place of residence abroad at time of appointment to place of employment, provided the employee signs the appropriate service agreement;
- (b) from place of residence in CONUS to place of employment abroad, provided the employee signs a Service Abroad Agreement (See [redacted])
- (c) from place of residence to first duty post in CONUS if appointed to a position for which increased hiring rates have been authorized or which meets substantially the same standards as to scarcity of qualified candidates as determined by the Director of Personnel. ← CHANGE

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- (1) Designation of shortage category positions will be limited to those where substantial evidence exists that the qualifications required for such positions are so unique, competitive, or difficult to locate that efforts to fill present or projected personnel requirements are significantly hampered.
- (2) The Director of Personnel, in consultation with appropriate operating officials will determine the positions, or families of positions to be designated as shortage category. These designations will be reviewed and updated at least quarterly.

NO

- (d) from place of residence to first duty post in CONUS for Senior Intelligence Service members. NEW

DRAFT B REVISION OF [redacted]

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(1) For appointees:

- (a) from place of residence abroad at time of appointment to place of employment, provided the employee signs the appropriate service agreement;
- (b) from place of residence in CONUS to place of employment abroad, provided the employee signs a Service Abroad Agreement [redacted]
- (c) from place of residence to first duty post in CONUS for Senior Intelligence Service members. NEW

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- (d) from place of residence to first duty post in CONUS if appointed to a position for which increased hiring rates have been authorized or which meets substantially the same standards as to scarcity of qualified candidates as determined by the Director of Personnel [redacted]

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5. AUTHORITIES AND RESPONSIBILITIES (U)

SYNOPSIS. This regulation sets forth authorities and responsibilities for individual components and employees for official travel. (U)

- a. To the extent that funds are available for obligation, and the travel is otherwise consistent with this regulation, authorizing officials may authorize, approve, and amend travel orders for personnel under their jurisdiction, subject to the following:
- (1) Authorizing officials not under the jurisdiction of the Deputy Director for Operations shall obtain prior concurrence of the Deputy Director for Operations in all authorizations of travel abroad.
 - (2) Travel abroad by officials of SIS-6 rank or above must be coordinated with the Executive Secretariat of the Department of State. The Central Cover Staff shall be responsible for this required coordination. The Central Cover Staff must be informed of planned travel by such officials including purpose of travel and principal topics for discussion at least 15 workdays before the planned date of departure.
 - (3) Authorizing officials shall obtain prior concurrence of the official having jurisdiction over a domestic field installation in all authorizations of travel to that installation.
 - (4) Authorizing officials shall obtain concurrence of the Deputy Director concerned and the Director of Security in any authorization of travel into, through, or over an area where there is risk of capture or of detention and interrogation [REDACTED]
 - (5) The Director of Training and Education shall authorize or approve all official travel incident to training programs sponsored by the Office of Training and Education.
 - (6) The Director of Personnel shall authorize or approve travel of candidates for employment, entrants on duty, and disqualified appointees; shall determine whether employees who separate and who received appointee travel expenses have breached their service agreement; and shall promptly inform the Director of Finance of each case involving a breach. (Authorizing officials having authority over projects or project development shall authorize travel of candidates for nonstaff employment on such projects.) The Director of Personnel shall operate a central processing service for the coordination of activities in support of official travel generally.
 - (7) The Director of Medical Services shall make recommendations with respect to the return to the United States of employees and dependents for medical reasons, provide guidance on methods of transporting patients, determine the suitability of medical facilities, and certify that air transportation would be hazardous or detrimental to a traveler's health or well-being.
 - (8) Travel required because of illness or injury incurred while on assignment abroad or en route to or from such an assignment [REDACTED] may be authorized by the Operating Official concerned upon recommendation of the Director of Medical Services. Such travel also may be authorized by each Chief of Station or Chief of Base whenever circumstances preclude referral to headquarters for prior approval.
 - (9) When travel involves a visit to a Department of Defense (DOD) installation overseas, the authorizing official shall notify the Central Cover Staff at least 30 working days in advance of the proposed travel to permit the latter to obtain, through the Directorate of Operations, approval of the appropriate military offices in Washington and of the [REDACTED]

*New Numbering Series

Revalidated: 27 July 1981 (1426)

CONFIDENTIAL

5 Mar 82

Jack:

I am assuming that lack of comment good or bad implies

OK to proceed with these changes. Could you then, please, prepare the proposed regulatory revision in the proper format for

TPC. I'd like this package back for my own reference during the review stage -- it will eventually end up permanently in your files. Make copies though if you wish

to have easy access yourself. I assume we should note on routing sheet to RCD that this revision is proposed in connection with Intel...Auth...Act so they will do their thing

thanks.

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CLASSIFY AS APPROPRIATE

MEMORANDUM FOR THE RECORD		DATE 11 Dec 81
SUBJECT Hiring of Striking Air Traffic Controllers		FILE NUMBER
<p>[redacted] DC/RD, requested that I try to get information from OPM on considering for employment applicants who were striking air traffic controllers.</p> <p>I talked with Peter Garcia, Deputy Associate Director for Personnel Investigations (632-6181). He said that the specific procedure would be spelled out in the FPM that his office and OPM's Office of General Counsel are writing and which he hopes will be published next week.</p> <p>Mr. Garcia stated that should the Agency have an applicant in this category the CIA Office of Security should advise his office of the applicant's name. Mr. Garcia's office would then check and advise our Office of Security as to whether or not this was an acceptable applicant for employment based on the individual's activity during the strike.</p> <p>I advised [redacted] of the above. They will be working out a system for their Scheening Unit to flag such cases for appropriate action.</p>		
<p><i>Transmit info - may be destroyed after 6 months or when cleaning out files, whichever is later. i</i></p>		
OFFICE AND TITLE OP/P&PS	SIGNATURE [redacted]	

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